



**VILLAGE OF SAYWARD
COUNCIL MEETING AGENDA
June 18, 2019 – 7:00 PM
KELSEY CENTRE GYMNASIUM**

1. Call to Order

2. Public Input (maximum 30 minutes)

Mayor: "Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 30 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the Agenda of the meeting; the public input opportunity is meant for input and questions and answers. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record please state your name and address."

3. Approval of Agenda.

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for June 18, 2019 be approved.

4. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Committee of the Whole meeting held on April 15, 2019 be adopted.

THAT the minutes from the Public Hearing on Bylaw 446 Off Road Vehicle Regulation held on May 26, 2019 be adopted.

THAT the minutes from the Public Hearing on Bylaw 455 Cannabis Control Bylaw held on May 26, 2019 be adopted.

Note: There is a Staff report on the Public Hearing and Bylaws in section 10.

THAT the minutes from the Regular Meeting of Council held on June 4, 2019 be adopted.

5. Petitions and Delegations

- a) Andrew McGifford, Senior Manager Comox Strathcona Waste Management Services, CSWM service review.

6. Correspondence

Recommended Resolution:

THAT the following correspondence be received:

- a) UBCM meetings request with Premier and Ministers September 23 - 27
- b) UBCM meeting request with Minister Selina Robinson September 23 – 27

Direction from Council requested on meetings.

- c) Straits View Café, Nancy Critchley Salmon Festival, donation request

Direction from Council requested.

- d) Thank you note from Margaret and Clem Jean – Walking Path to Kelsey Bay

- e) Letter from Victoria City Council on restoring Provincial support for Libraries

7. Council Reports

- a) **BC Provincial Nominee Program – Report from Councillor Ives**

Note: BC Provincial Nominee Program Application attached

Recommended Resolution:

THAT Councillor Ives's report regarding the BC Provincial Nominee Program be received.

8. Committee Member Reports – None

9. Mayor's Report

Note: UBCM 2019 Resolution Deadline – Reminder: Local governments that adopt a resolution subsequent to an Area Association deadline may submit it directly to UBCM. The deadline for resolutions submitted directly to UBCM is June 30, 2019.

10. Staff Reports

- a) **Staff Report Verbal: Update on Staff priorities and issues/task list**

Recommended Resolution:

THAT Council approves Staff Report Verbal: Update on Staff priorities and issues/task list.

- b) **Staff Report: Strategic Plan 2019**

Recommended Resolution:

THAT Council approves the Final 2019 Strategic Plan.

- c) **Staff Report: Public Hearings and Bylaws 446 ORV Regulation and 455 Cannabis Control.**

Recommended Resolution:

THAT Council receives the CFO's report on the Public Hearings and Bylaws 446 ORV Regulation and 455 Cannabis Control, and, provide Staff with direction.

d) Staff Report: 2018 Annual Report, and 2018 Statement of Financial Information (SOFI).

Recommended Resolution:

That Council hold a special meeting on June 27th at 10 AM in the Kelsey Centre to receive the 2018 Annual Report and the 2018 Statement of Financial Information.

And Further That the 2018 Annual Report together with any public comments be forwarded to the July 16, 2019 regular Council meeting for approval.

e) Staff Report: Community Wellness Grant

Recommended Resolution:

That the report on Community Wellness Grant be received for information and discussion. And That Council approve the service contract for the work required under the grant.

f) Staff Report: Pond Grant

Recommended Resolution:

That the report on Pond Grant be received for information, discussion and direction.

g) Staff Report: Van Brocklin Road Closure

Recommended Resolution:

That the report on the Van Brocklin Road Closure received for information.

h) Staff Report: Dam Project Update

Recommended Resolution:

That the report on the Dam Project Update be received for information.

11. Old Business – None

12. Bylaws

a) Off-Road Vehicle Regulation Bylaw No. 446, 2019

Recommended Resolution:

THAT the Off-Road Vehicle Regulation Bylaw No. 446, 2019 be given third reading.

b) Cannabis Control Bylaw No. 455, 2019

Recommended Resolution:

THAT Cannabis Control Bylaw No. 455, 2019 be given third reading.

13. Financial – None

14. New Business - None

15. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address."

16. In-Camera

Prepare to go In-Camera

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) of the *Community Charter* to discuss labour relations or other employee relations.

17. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for June 18, 2019 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
COMMITTEE OF THE WHOLE MEETING
April 15, 2019
KELSEY CENTRE MULTI PURPOSE ROOM**

Present: Mayor John MacDonald
Councillor Norm Kirschner
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

In Attendance: Paul Carver, Chief Administrative Officer
Lisa Clark, Chief Financial Officer

1. Call to Order

Meeting was called to order at 10:00 AM

2. Public Input - None

3. Approval of Agenda

MOTION C19/23

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole meeting for April 15, 2019 be approved.

CARRIED

4. Minutes of Previous Meetings – None

5. Correspondence - None

6. Staff Reports - None

7. New Business - None

8. Public Question Period - None

9. In-Camera – 10:02 AM

MOTION C19/24

MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(l) of the *Community Charter* for discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

CARRIED

10. **Reconvene** - 1:00 PM, at this point Sayward Futures Society and the Tourism Committee joined the meeting.

MOTION C19/25

MOVED AND SECONDED

THAT the following reports be received.

CARRIED

- a) Strategic Plan 2019 – Report from the February 19, 2019 meeting of Council
- b) Economic Development – Report from Councillor Ives
- c) Valley of 1000 faces art gallery – Report from Councillor Ives
- d) Village grocery store or trading post – Report from Councillor Ives
- e) Entrepreneur Immigration Program – Report from Councillor Ives
- f) ATV Tourism Opportunities – Report from Councillor Ives
- g) Social Procurement – Report from Councillor Ives

11. Adjournment

MOTION C19/26

MOVED AND SECONDED

That the Committee of the Whole meeting for April 15, 2019 be adjourned.

CARRIED

The meeting was adjourned at 2:45 PM

Mayor John MacDonald

Chief Administrative Officer



**VILLAGE OF SAYWARD
MINUTES
PUBLIC HEARING
May 26, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

In Attendance: Lisa Clark, Chief Financial Officer

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Purpose of Meeting

- a) Bylaw No. 446, 2019 Off Road Vehicle (ORV) Regulation Bylaw which would regulate the use of off-road vehicles in the Village of Sayward.

3. Public Input

a) Summary of Correspondence:

- Comment sheet received on May 26, 2019 from Sue Poulsen, 110 Dyer Drive, Sayward expressing concern about the proposed Bylaw, citing traffic flow, parking and village road access.
- Letter received May 26, 2019 from Darryl and Jackie Lyons, 291 Ambleside Drive, Sayward expressing opposition to the proposed Bylaw, citing campsite parking, village road misuse, noise, and safety concerns.
- E-mail received May 26, 2019 from Dan and Linda Fear, representing Kelsey Bay RV Campground, 23 Sayward Road, expressing opposition to the proposed Bylaw, citing noise concerns.
- Speaking notes received May 26, 2019 from Karren McClinton, 281 Ambleside Drive, expressing support for the proposed Bylaw, citing increased tourism opportunities.

b) Summary of Speakers:

- Sue Poulsen, 110 Dyer Drive, Sayward expressed opposition to the proposed Bylaw, citing concern regarding narrow roadways, little collaboration between the ATV club and BC Rec Sites & Trails, and forest fire risk.

- Irene Callahan, 230 Kelsey Way, Sayward, expressed opposition to the proposed Bylaw as the designated route goes past her property.
- Mark Baker, 131 Seaview Street, Sayward, expressed support for the proposed Bylaw, citing increased Economic Development.
- Cpl. Kim Graham, representing the Sayward RCMP, expressed concern for the proposed Bylaw, citing safety concerns with the route going past the school, potential access issues for emergency vehicles, and enforcement of the Bylaw without a ticketing Bylaw.
- Nancy Critchley, representing Straits View Café, 40 Sayward Road, Sayward, expressed support for the proposed Bylaw, citing economic benefits to businesses and increased tourism to the area.
- Debbie Coates, 211-611 MacMillan Drive, Sayward, expressed overall support for the proposed Bylaw, citing responsible ORV users.
- Gregory Sidoruk, 230 Spar Street, Sayward, expressed support for the proposed Bylaw citing his desire to open a B & B for OVR users to utilize.

4. Adjournment

The Public Hearing adjourned at 8:00 PM

Mayor John MacDonald

Chief Administrative Officer

**PUBLIC HEARING
SIGN IN SHEET**

May 26, 2019 at 7:00pm
at the Kelsey Recreation Centre, 652 H'Kusam Way, Sayward, BC
regarding:

BY-LAW No. 446 2019, OFF ROAD VEHICLE (ORV) REGULATION BY-LAW

Name	Company and/or address	X box to speak/ comment	Signature
Janett Hoare	161 BALSAM		Janett Hoare
Sue Poulsen	110 Rye Drive	X	S Poulsen
Diane Mason	501 MacMillan		Diane Mason
Karren McCClinton	281 Ambleside Dr		Karren McCClinton
Irene Callagh	230 Kelsey Way	X	Irene Callagh
Tim Whitbread	141 Seaview St		Tim Whitbread
Kim GRAMM	141 Seaview St		Kim G.
Alcoates	211-611 MacMillan	X	Alcoates
Gregory Sidork	230 Spar St.		Gregory Sidork
Mark Baker	131 Seaview St	X	Mark Baker
Nancy Critchley	#40 Sayward Rd.		Nancy Critchley

PUBLIC HEARING
SPEAKERS LIST

May 26, 2019 at 7:00pm
at the Kelsey Recreation Centre, 652 H'Kusam Way, Sayward, BC
regarding:

BY-LAW No. 446 2019, OFF ROAD VEHICLE (ORV) REGULATION BY-LAW

Name	v
Sue Povlsen	✓
Irene Callaghan	✓
Karen McClinton	✓
Mark Baker	✓
Kim Graham	✓
Nancy Crotchley	✓
Debbie Coates	✓
Gregory Storik	✓✓
	✓

PUBLIC HEARING
COMMENT SHEET

May 26, 2019 at 7:00pm
at the Kelsey Recreation Centre, 652 H'Kusam Way, Sayward, BC
regarding:

BY-LAW No. 446 2019, OFF ROAD VEHICLE (ORV) REGULATION BY-LAW

Please use this sheet to provide your comments and suggestions regarding the By-Law indicated above.
All comments will be included in the public record of this Hearing and will be considered by Council in
the decision-making process for the proposed By-Law.

Name:

Sue Poulsen

Company and/or address:

110 Dyer Drive Sayward BC VOP IRO

Comments:

? ^{-Kelsey Way} ATVS - all ATVS to have village
road access OR CR ATV

? Is this bylaw collaborated with
CR ATV + Rec Sites + Trails

At our SFS mtg
- Traffic Flow ? Logging Rd
- Parking

Get more info

SFS -

Thowls - fire - today
Cannot be regulated

SATURDAY - MAY 26 - 2019 JML

Submission by Darryl and Jackie Lyons
291 Ambleside Drive
Sayward BC Ph.250 282 3728

Re. Public Hearing/Input for by-law No.446 2019
Off Road Vehicle [ORV] Reg.Bylaw

Re, Parking of trucks and trailers , used for transport of ATV,to village.

This bylaw allowing the use of ATV,s in the village is suppose to be beneficial to us here.

It has been mention by the Mayor at a meeting that the ATV owners who come here can park their trucks and trailers in the campgrounds,both the village one and the one at the cafe near the wharf.

If the Atv,ers come just for the day . Arriving at nine and going home after supper .. are we going to allow them to park in our campsites and take up space that a camper may come along and want .. having to pay for a nights camping .where as the sportsman will not pay for the day use.???

Over the past five years we have not noticed a lot of campers but there might be a time.

How many of them are going to be up the M branch road and find themselves coming out up near the top of Ambleside and having to come down the road to get back on the main route.

You may say the trail for them are mapped out ..but the reality is ..there are always those who do not follow the rules.. and by the time we call the Police to the matter they are long gone and probably something minor the Police

would rather not deal with as they have more important things to do.

The noise will continue to be heard as they make there way down Kelsey Road.

What about all the young kids and children who play on the road area by the field and playground , right in the center of this all. This whole idea is NOT going to bring in the tourism you all think and no money to the village .but will cause grief.

As far as we are concerned, we are NOT in favour of the by-law that would allow ATV's in the village.

Thank You, Jackie and Darryl Lyons

Jackie Lyons & Darryl Lyons

Lisa Clark

From: Linda Fear <lfear@saywardvalley.net>
Sent: May 26, 2019 4:16 PM
To: Lisa Clark
Subject: ATV

Mayor and Council,

This email is in response to councillor Bill Ives visit this morning regarding ATVs in our area.

We are not in favor of this bylaw. Our clientele are older folks looking for piece and quiet not noisy ATVs!

Dan and Linda Fear
Kelsey Bay RV Campground

ATV

Karren McClinton 281 Ambleside

Let's be open to allowing ATV's into our community. We want more tourism to support the town. If it becomes an issue, we can stop it or change it.



**VILLAGE OF SAYWARD
MINUTES
PUBLIC HEARING
May 26, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

In Attendance: Lisa Clark, Chief Financial Officer

1. Call to Order

Meeting was called to order at 8:00 PM.

2. Purpose of Meeting

- a) Bylaw No. 455, 2019 Cannabis Control Bylaw which regulates the sale of cannabis in the Village of Sayward.

3. Public Input

a) Summary of Correspondence:

- Letter received May 26, 2019 from Darryl and Jackie Lyons, 291 Ambleside Drive, Sayward expressing opposition to the proposed Bylaw, citing the legalization of cannabis, the medicinal properties of CBD, the comparison between a cannabis and liquor store, and the economic benefits to the Village.
- Speaking notes received May 26, 2019 from Karren McClinton, 281 Ambleside Drive, expressing opposition to the proposed Bylaw, citing Federal and Provincial cannabis regulation, economic benefits to the Village, and a possible justification to keeping a RCMP detachment in the Village of Sayward.

b) Summary of Speakers:

- Mark Baker, 131 Seaview Street, Sayward, expressed opposition to the proposed Bylaw, citing the comparison between a cannabis and liquor store.

4. Adjournment

The Public Hearing adjourned at 8:10 PM

Mayor John MacDonald

Chief Administrative Officer

PUBLIC HEARING
SIGN IN SHEET

May 26, 2019 at 8:00pm
at the Kelsey Recreation Centre, 652 H'Kusam Way, Sayward, BC
regarding:
BY-LAW No. 455 2019, CANNABIS CONTROL BY-LAW

Name	Company and/or address	X box to speak/ comment	Signature
Sue Poulsen	110 Dyer Drive		<i>S Poulsen</i>
JANETT HOARE	161 BALSAM		<i>Janett Hoare</i>
Irene Callaghan	220 Kelsey Way	X	<i>Irene Callaghan</i>
Diane Mason	501 MacMillan		<i>D</i>
Karren McClinton	281 Ambleside Dr		<i>Karren McClinton</i>
Mark Baker	131 Seavein	X	<i>Mark Baker</i>
Nancy Githby	#40 Sayward Rd		<i>Nancy Githby</i>



**PUBLIC HEARING
SPEAKERS LIST**

May 26, 2019 at 8:00pm
at the Kelsey Recreation Centre, 652 H'Kusam Way, Sayward, BC
regarding:
BY-LAW No. 455 2019, CANNABIS CONTROL BY-LAW

Name	✓
Karen McClintan	
Mark Baker	

Submission by Jackie and Darryl Lyons,
291 Ambleside Drive.

Sayward, B.C. *SATURDAY - MAY 26 - 2019 JMLR*
250 282 3728

Re Public Hearing/input by-law #455 2019
Cannabis Control by-law

- 1- Cannabis is a legal product.
- 2- At the present time only the cannabis that has THC is available on-line and is only consumed by smoking. It has been proven that cannabis that has no THC, but has CBD, is medicinal by nature and can be consumed by eating or taking capsules and is only available through Cannabis shops.
- 3- At the present time there are two liquor outlets in the valley that sell beer and wine as well as hard liquor. For sake of argument if this completely fictional grocery store ever opened in Sayward the owners would no doubt apply for a licence to sell liquor and it would be granted. Council should consider the harm caused by alcohol as opposed to cannabis.
- 4- If the village wants to encourage new business they should start by approving a business that has a pretty good chance of survival. We are both in favour of approving a Cannabis shop in Sayward.

Thank-you

Mrs Jackie & Darryl Lyons

Cannabis

Cannabis sales are regulated by the government both Federal and Provincial.

We need more businesses in this community to provide jobs and bring in income. Any business will pay taxes and support the community.

Having a cannabis business in Sayward may be justification for keeping the RCMP here.

Karren McClinton
281 Ambleside Dr.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
JUNE 4, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

Absent: Councillor Norm Kirschner (authorized)

In Attendance: Lisa Clark, Chief Financial Officer
John France, Consultant

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input (maximum 30 minutes)

Jackie Lyons	At the May 21 st meeting my questions were not actually answered, so: 1.) Are benches going to be installed in the viewing structures along the new waterfront trail? 2.) The totem poles located in the Village public works yard, do they belong to the Village and are they being installed along the trail?	Mayor – 1.) Yes, benches will be installed in the structures, and 2.) Yes, the totem poles belong to the Village and will be installed along the trail.
Irene Callahan	Are you going to answer any questions we have about the bylaws that were discussed at the public hearings?	Mayor – No we cannot answer any questions until the Bylaw is passed.
Conrad Gates	I heard that the Village was going to install water meters, is that true?	Mayor – this may be an item in the 5-year Financial Plan, but water meters are not being implemented anytime soon.

Darryl Lyons	1.) At previous meetings we were told that taxes were only going up \$80, but mine went up by \$250, why? 2.) Can the Village commit to having a concerted effort to reduce spending?	1.) Mayor – a lot of the taxes that went up are out of our control as they are other taxing agencies, i.e. school, police, Strathcona Regional District, hospital etc. 2.) Mayor – There are no other major projects planned for this year and Council will only spend what has been approved in the Financial Plan – all expenditures are carefully considered.
Lee Ettinger	Are there any municipal guidelines or rules for homeowners to construct water catchment system or cisterns?	Mayor – Staff can look at this and report back.
Conrad Gates	How much did the new Water Treatment Facility cost?	Mayor – around \$3.2 million.

3. Approval of Agenda

MOTION R19/172

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for June 4, 2019 be approved.

CARRIED

4. Minutes of Previous Meetings

MOTION R19/173

MOVED AND SECONDED

THAT the minutes from the Special Meeting of Council held on May 2, 2019 be adopted.

CARRIED

MOTION R19/174

MOVED AND SECONDED

THAT the minutes from the Regular Meeting of Council held on May 21, 2019 be adopted.

CARRIED

5. Petitions and Delegations - None

6. Correspondence - None

7. Council Reports

a) Sayward Daycare Plan – report prepared by Councillor Wes Cragg

MOTION R19/175

MOVED AND SECONDED

THAT Councillor Cragg's report regarding a Sayward Daycare Plan be received.

CARRIED

8. Committee Member Reports – None

9. Mayor's Report

- a) Business License Bylaw No, 452, 2019

MOTION R19/176

MOVED AND SECONDED

THAT the Mayor's verbal report regarding the Business License Bylaw No. 452, 2019 be received.

CARRIED

- b) UBCM 2019 Resolution Deadline

MOTION R19/177

MOVED AND SECONDED

THAT the Mayor's verbal report regarding the 2019 UBCM resolution deadline be received.

CARRIED

10. Staff Reports

- a) 2019 Water Restrictions – report by CFO

MOTION R19/178

MOVED AND SECONDED

THAT the CFO's report on 2019 Water Restrictions be received for information and discussion; and

THAT Staff be directed to implement water restrictions as outlined in the Staff Report effective June 15, 2019.

CARRIED

11. Old Business - None

12. Bylaws - None

13. Financial - None

14. New Business - None

15. Public Question Period (maximum of 15 minutes)

Darryl Lyons	The new fee for a burning permit is \$50, is there a fine if a permit is not issued?	Mayor – yes, and the new ticketing bylaw being brought to Council soon will address this.
Janett Hoare	Can you explain the business license issue again?	Mayor – the issue is to do with artisans in the village and valley that are only putting their wares into the gift shop at the wharf. Council will revisit the Bylaw at a later date.
Lee Ettinger	Can the Village post something publicly about the Fireworks Bylaw?	Mayor – I believe the Bylaw is only at 2 nd reading and once it is passed we will post it on our website, yes.

Janett Hoare	(Referring to the Business License Bylaw) Would it not make sense for the business license fee to be waived for Sayward Futures Society?	Councillor Ellis – Sayward Futures Society sells additional items on top of the consignment (artisan) items and so therefore they need a business license.
--------------	--	--

16. In-Camera – 7:51 PM

MOTION R19/179

MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) of the *Community Charter* to discuss labour relations or other employee relations.

CARRIED

17. Rise and Report – IC Items 6 a), 7 a) and b), and, 9 a)

- a) Consultant Report - Update on Dam Project

MOTION R19/180

MOVED AND SECONDED

That the Mayor and Staff be authorized to enter into contracts to complete the Dam project for a total budget of \$986,213;

And That the 2019 Financial Plan be amended by allocating from the Water Operating Surplus and Community Works Reserve, \$100,000 each;

And Finally, That, these recommendations be taken out of In-Camera. **CARRIED**

- b) Admin Office: job posting and hiring of staff – verbal report from Mayor

MOTION R19/181

MOVED AND SECONDED

THAT the Mayor's verbal report on Admin staff: job posting and hiring of staff be received;

And That Council authorize the CFO and Consultant to post the position of Deputy Finance/Administrative Officer immediately. **CARRIED**

- c) CAO succession planning – verbal report from Mayor

MOTION R19/182

MOVED AND SECONDED

That Lisa Clark be appointed as the Village of Sayward Acting CAO/CFO/Corporate/Approving Officer effective June 5, 2019;

And That upon confirmation by our Consultant, John France, of completion of on the job training that Lisa Clark be appointed CAO, CFO, Corporate Officer and Approving Officer, and, that a contract be completed with these appointments. **CARRIED**

- d) Consultant Fees – verbal report from Mayor

MOTION R19/183

MOVED AND SECONDED

THAT the Mayor's verbal report on Consultant Fees be received;

And That the Consultant be hired for a period of three months. **CARRIED**

18. Adjournment

MOTION R19/184

MOVED AND SECONDED

That the Regular Council Meeting of June 4, 2019 be adjourned.

CARRIED

The meeting was adjourned at 8:25 PM.

Mayor John MacDonald

Chief Administrative Officer

Paul Carver

From: Andrew McGifford <amcgifford@comoxvalleyrd.ca>
Sent: May 22, 2019 5:17 PM
To: Paul Carver (CAO-Sayward)
Subject: Delegation to the June 18th board meeting

Hi Paul,

Sorry about the delay in getting back to you on this request.

The date that would work for the CSWM service to come and present to council is on June 18th. Please confirm that this date will still work for you.

Thank you,

Andrew McGifford, CPA, CGA

Senior Manager Comox Strathcona Waste Management Services

Engineering Services Branch

Comox Valley Regional District

600 Comox Road, Courtenay, BC, V9N 3P6

Tel: 1-250-334-6025

Toll free: 1-800-331-6007

Fax: 250-334-4358



Please consider the environment before printing this e-mail.



June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

Resiliency and Change, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier



June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 17, 2019**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Arjun Singh, President, Union of British Columbia Municipalities

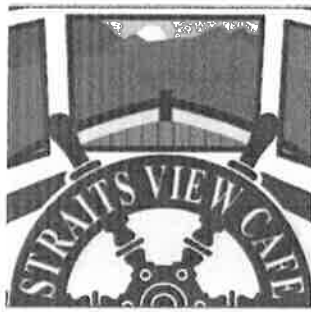
Ministry of Municipal Affairs and
Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

www.gov.bc.ca/mah



Straits View Café

40 Sayward Road
Sayward, BC V0P 1R0

Village of Sayward

June 6, 2019

To whom this may concern:

Straits View is hosting our first Salmon Festival this year on August 31st. We are hoping this festival will bring people from all around to Sayward, in hopes to raise money for salmon enhancement on the Salmon River.

We are hosting this family fun day with salmon barbeque by donation, along with live music, bounce-a-rama, wood carving, and antique marine engine display.

If you would like to make a donation, please make cheque payable to Campbell River Salmon Foundation in the name of Straits View Café. All cheques will be collected at Straits View Café. A tax receipt is available upon request.

Thank you for your consideration.

Sincerely,

Nancy Critchley

Manager of Straits View Café

Lisa Clark

From: Margaret Jean <ggypsyjeans@gmail.com>
Sent: June 07, 2019 3:22 PM
To: Lisa Clark
Subject: Thank you for the new walking paths!

Dear Mayor and Council:

We would like to say thank you and show our appreciation for the new harbour walking path from Kelsey Bay to Sayward Village.

As we are summer campers every year at Kelsey Bay, we take our daily walks along this route. We really enjoy the safety of the new walking path, how wide it is and especially the excellent viewing platforms along with a comfortable bench to sit on. We look forward to sitting on benches to observe the logging operations.

We are sure that tourists will also enjoy and appreciate this beautiful walkway as we do.

Sincerely,
Margaret and Clem Jean.

Sent from my iPad



May 29, 2019,

To The Union of British Columbia Municipalities,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support to restore Provincial support for libraries.

At the May 23, 2019 Council Meeting, Council approved the following resolution:

WHEREAS WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income levels;

WHEREAS libraries are now so much more than books, building community and a sense of inclusion;

WHEREAS restoring funding to libraries supports the BC Government's agenda to eliminate poverty, improve access to education, and address social justice in BC;

WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries;

WHEREAS municipalities face downloading from upper levels of government and have few tools to raise funds,

THEREFORE BE IT RESOLVED that Council request the Mayor write to the Minister of Education, the Premier, and all local MLAs strongly advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

BE IT FURTHER RESOLVED that this resolution be forwarded to other municipalities in the Capital Regional District and across BC requesting their favourable consideration.

We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Helps'.

Lisa Helps
Victoria Mayor

To Participate

- Define local Network
- Define Economic Development priorities
- Complete the enrollment form
- Attend mandatory training and
- Confirm Enrolment - **(this needs to be done before 15 July)**

Roll of the Community

- Confirm enrollment
 - Attract the right entrepreneur
 - Post Community Profiles
 - Screen applicants for business experience
 - I have additional information on this (i.e. must have been a business owner or a manager, must have \$300K net worth and 100K for business investment)
 - I recommend the CAO, Mayor and Economic Development Councilors review the files on Thursdays and response letters prepared Fridays. If a candidate is not found to be suitable no response is required. Additional information may be requested (i.e. a three-minute video to confirm the English language capability)
 - Candidates must provide a certificate of English language testing and the validity will be confirmed during the BC PNP enrollment process.
 - Screen to confirm applicant is a good fit for the community
 - Manage interest and demand
 - Villages that have already reconfirmed their enrollment are receiving daily calls from applicants and consultants
 - Develop a screening tool
 - We need a dedicated email address, phone number and contact.
 - Deal with immigration consultants
 - Think of how we will manage requests for exploratory visits
 - Consider the number of referrals we will accept
 - Consider how we will present issues such as accommodations both during a visit and when an applicant is accepted.
 - Be realistic about expectations
 - Host an exploratory visit (may be minimal cost to village)
 - **Note: do not forward an official letter extending an invitation for the visit. Immigration Canada will accept the email exchanges.**
 - I have additional info to share on this topic (they may only visit if an invitation is extended)
 - Make a referral
- If approved
- Support business establishment
 - Celebrate success

Roll of Government

- Registration of Applicant in BC PNP (applicant will be scored and the applicant must meet a threshold, seed money for business will be investigated to conform it is legally acquired funds)
- Extend the invitation
- Coordinate and issue the Work Permit
- Review and if successful nominate the candidate for residency (after one year)
- Federal Government issues Permanent Residence



Important Information

The BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration - Regional Pilot enables communities to have an active role in the attraction and retention of foreign entrepreneurs to support local economic development.

- This form is to be completed and signed by a community's Authorized Signing Officer (i.e. an individual who has the authority to act on behalf of the community, such as Mayor, Chief Administrative Officer, Regional District Chair, etc.)
- If you represent multiple communities, you must submit a separate Community Enrolment Form for each community.
- For full details, including entrepreneur eligibility criteria and a description of the full process, please see the Regional Pilot information on our website, WelcomeBC.ca/PNP

Questions?

Email us: PNPConcierge@gov.bc.ca BC PNP program staff can provide tailored immigration information.

A. COMMUNITY INFORMATION

LEGAL NAME:

The Corporation of the Village of Sayward

MAILING ADDRESS:

Box 29

CITY/TOWN:

Sayward, BC

POSTAL CODE:

V0J 1A0

WEBSITE:

www.sayward.ca

B. COMMUNITY ELIGIBILITY

- To be eligible, the enrolling community must:
 - have a population of ~~less than 75,000 people~~ (as of December 2017), and,
 - be at least 30 kilometers away from any community that has a population of 75,000 or more.

Does your community have a population of less than 75,000 people?

Yes ☒

No ☐

Is your community at least 30km away from any community that has a population of 75,000 or more?

Yes ☒

No ☐

C. PRIORITY ECONOMIC DEVELOPMENT INDUSTRY SUBSECTORS IN YOUR COMMUNITY

- Foreign entrepreneurs who intend to establish themselves in your community must submit applications to the BC PNP that propose a business start-up in an industry consistent with the economic development priorities of your community.
- Industry subsectors are classified using the North American Industry Classification System (NAICS).

Identify up to three industry subsectors that will contribute to your community's economic development priorities. The subsectors you select will be confirmed after the orientation/training session.

1. 452 General merchandise stores
2. 453 Miscellaneous store retailers
3. 454 Non-store retailers

D. DESIGNATED CONTACT PERSON FOR THE BC PNP

- The designated contact person must be an employee of the municipality, regional district or an organization with the delegated authority to represent the community
- The designated contact person may be the same person as the Authorized Signing Officer

FIRST NAME: Paul	LAST NAME: Carver	JOB TITLE: Chief Administrative Officer
ORGANIZATION NAME: Village of Sayward	PHONE NUMBER: (250) 282-5512	EMAIL: cao@saywardvalley.ca

E. COMMUNITY CAPACITY

- It is important for the community to demonstrate sufficient capacity to support foreign entrepreneurs and family settlement in the community

Name and describe how your community's local economic development organizations could assist foreign entrepreneurs in establishing successful businesses in your community (e.g. chambers of commerce, business improvement associations, entrepreneur networks, etc.):

With a population of approximately 310 people, the Village of Sayward is located approximately 75 kilometers north of Campbell River on Highway 19, along the shores of beautiful Kelsey Bay. Kelsey Bay is located along the historic Johnson's Strait.

Being a small community with limited commercial or business enterprises, the Village of Sayward does not have the benefit of having a chamber of commerce or business improvement association. Most of the economic development and business initiatives are overseen by Mayor and Council, and its appointed officers.

Mayor and Council also work closely with Sayward Futures and our local tourism committee and their vast network of volunteers. Sayward Futures mission statement is, "To work in harmony with others to create a sound economic and positive social environment within the Sayward Valley and the Village of Sayward".

Completed in 2013, the Village commissioned an Economic Development Strategy that, in addition to other important objectives, identified the following key initiatives:

1. Pursue investment in harbour support services.
2. Pursue expansion of Sayward-based commercial forestry operations.
3. Pursue re-establishment of a retail store in Sayward.
4. Engage with regional tourism initiatives.
5. Explore public investment in tourism product development.
6. Promote Sayward through engagement with major project proponents in the surrounding region.

Sayward is quickly becoming a bedroom community of Campbell River, and this puts Sayward in a comfortable position of being ready for a stimulus of economic activity that is waiting to come our way. For this reason, Sayward is waiting with open arms to welcome a foreign entrepreneur(s) to make Sayward their home.

Name and describe how your local settlement and service organizations could provide support to foreign entrepreneurs to integrate in your community (e.g. immigrant settlement organizations, community groups, etc.):

While Sayward does not have an immigrant settlement organization in our community, we do have an incredible support network of individuals and volunteers who are ready to welcome an immigrant family to our community and to make them feel at home. And while we do not have any churches in Sayward, there are church organizations in close proximity in the Sayward Valley. When the time comes for this entrepreneur to make the long journey to Sayward, there will be no shortage of individuals and families available to help them settle into the "Sayward way of life."

Our community will prepare well in advance of their arrival to ensure a smooth transition to make our home, their home.

F. AUTHORIZED SIGNING OFFICER DECLARATION

By submitting this Community Enrolment Form, your community is expected to:

- | | |
|--|--|
| • Participate in BC PNP orientation/training sessions | I understand ☒ |
| • Prepare information for, and meet with, prospective foreign entrepreneurs interested in establishing new businesses in your community | I understand ☒ |
| • Submit referral forms for foreign entrepreneurs your community has selected. Submitting a referral for a foreign entrepreneur does not guarantee invitation to apply | I understand ☒ |
| • Establish or use existing networks in your community that provide assistance/information for foreign entrepreneurs. This may include: <ul style="list-style-type: none">◦ Business supports (facilitating connections to local chamber of commerce, other entrepreneurs, etc.)◦ Family settlement needs (introductions to settlement organizations, community groups, etc.) | I understand ☒ |

The BC PNP has sole discretion and responsibility to assess a BC PNP application.	I understand ☒
---	--

I cannot have any vested interest in or other conflict of interest in any proposed businesses referred to the BC PNP	I understand ☒
--	--

My immediate family members cannot have any vested interest, or other real or perceived conflict of interest, in any proposed businesses referred to the BC PNP.	I understand ☒
--	--

I represent and declare that I am authorized to act on the community's behalf in submitting this enrolment form.	I understand ☒
--	--

NAME OF AUTHORIZED SIGNING OFFICER:

Paul R. Carver

JOB TITLE:

Chief Administrative Officer

PHONE NUMBER:

(250) 282-5512

EMAIL:

cao@saywardvalley.ca

SIGNATURE:



DATE:

27-Apr-2019



STAFF REPORT

To: Mayor and Council
Village of Sayward

From: Lisa Clark, CFO

Re: Strategic Plan 2019

BACKGROUND

Council met on January 30, February 12, and April 15, 2019 to review the draft 2019 Strategic Plan. Council is asked to review the plan for accuracy and completeness. This final version includes changes directed by Council.

Discussion

The final version has not been approved by Council in an open meeting. The Strategic Plan is an important document as it provides a road map for Council, Staff and the community on priorities for the year. The final approved Strategic Plan will be incorporated in the projects/issues report and brought back to Council every two months with comments on progress being made.

Staff Recommendation

That Council adopt the 2019 Strategic Plan.

Respectfully submitted,

Lisa Clark
CFO



Village of Sayward 2019 Final Strategic Plan

Strategic Goals	Comments	Actors	Measures
1. Community Relations	Work on building a strong co-operative relationship with all residents of Sayward (Village and Valley): - a.) Involve Area Director in service delivery issues for all valley residents. - b.) Update and enhance the village website. - c.) Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals. - d.) Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward. - e.) Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health. - f.) Liaise with Canada Post to ensure Sayward addresses are updated to online database. Timing: All 2019	Council and Staff – invite Director to Budget meetings and supply budget materials. Council committees engage all residents in meetings, tourism, Trails Plan, other projects.	Meetings invited and attended, info sent out, input received on all issues.
2. Economic Development	- a.) Assist and support prospective businesses interested in locating to the Sayward area. - b.) Work with local organizations and the Tourism committee to promote tourism and attract business investment to the Sayward area. Timing: Ongoing 2019	Council, Staff, Valley residents, TVI, contractor, Area Director.	Progress made on identified issues.
3. Infrastructure upgrades & Asset Replacement	Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan.		
a) Roads, Sewer, Water	Reapply for road (Kelsey Way & K'Husam) grant. Timing: Fall 2019 Apply for grant for generators for Sewer lift stations, reapply if necessary. Timing: January 2019 – done Design, construct and complete dam decommissioning project. Grant funding has been secured for the project. Timing: 2019	Council, CAO, Contractors.	Projects completed.

b) Equipment, Vehicles	Identify issues from AMP reports. Timing: Spring 2019	Council, CAO, Contractors	Projects completed.
c) Recreation Centre/other buildings	Identify short and long-term projects for Kelsey Centre and include in budget discussions. Apply for grants. Timing: All of 2019	Council, CAO, Contractors.	Projects completed.
d) Approve reserve policy and update bylaw and integrate into financial plan	Adopt a formal reserve policy and include in future Financial Plan. Update Reserve bylaw. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan. Timing: Summer 2019	Staff for development Council for Approval.	Completion of policy and approval of bylaw.
4. Living Green	- a.) Continue to pursue the goal of becoming a carbon neutral community. Council has authorized a \$10,000 transfer from the CARIP reserve in the 2019-2023 Financial Plan. - b.) Continue to work with the Provincial Government and K'omoks First Nation to secure a community forest. - c.) Continue to develop the Village trail system. - d.) Continue to expand the Community Garden and flower gardens throughout the Village. Timing: All of 2019	Council, Staff, KFN.	Projects completed.
5. Staff Professional Development	- a.) Ensure staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place. - b.) Continue staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended. - c.) Institute a new employee performance evaluation system. Timing: All of 2019	CAO, Staff.	Professional development taken, and training attended.
6. Tourism Development	- a.) Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens. - b.) Work with local organizations and the Regional District to enhance signage and way finding in Sayward. - c.) Support and work with the Tourism Committee. - d.) Explore possibility of Christmas lights for the large tree at MacMillan and Kusam Way. - e.) Research funding sources to dredge, aerate and rehabilitate the Village pond.	Council, Staff.	New signage and other projects completed, grant funding obtained for pond.

	Timing: All of 2019		
7. Village Operations	a.) Review and update Village internal policies and procedures. There are several policy and Bylaw updates that need to be completed. Policies include: Personnel Benefits, Conflict of Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include: Building, Zoning (Cannabis), Reserves. b.) Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, other fees and charges. New fees & charges bylaw to be brought forward to Council. Timing: All of 2019	Staff, and Council approval.	Policy & Bylaw approval.



STAFF REPORT

MAYOR AND COUNCIL
VILLAGE OF SAYWARD

FROM: Lisa Clark, CFO

RE: Public Hearings and Bylaws 446 ORV Regulation and 455 Cannabis Control

BACKGROUND

Council held two Public Hearings on the proposed bylaws on May 26, 2019. Minutes and comments are attached to this agenda.

DISCUSSION

Staff do not have any remarks on the comments received at the Public Hearings. Staff have attached the two bylaws to this agenda and have several suggestions on the ORV Regulation Bylaw only:

1. Corrected a double "the" in the title line
2. As recommended by the RCMP, changed "constable" in definitions under Peace Officer to read "RCMP Member"
3. Note under 3 b) and c) (underlined) – reconsider wording in "c" as it does not fit with the permitted use locations under "b" nor on the attached map
4. Under f (v) – reconsider as it includes a do not ride area which is already prohibited elsewhere (redundant)
5. Under f (vii) – replaced "Act" with "Regulation"
6. Added "Schedule A" to the map included in the Bylaw

The changes made are considered minor and provide clarity. Items 3 and 4 need Council direction.

STAFF RECOMMENDATIONS

THAT Council receives the Staff's report on the Public Hearings and Bylaws 446 ORV Regulation and 455 Cannabis Control, and, provide Staff with direction.

Respectfully submitted,

Lisa Clark, CFO

Z:\WORKING FILES\COUNCIL\2019\6 June\June 18\Staff Report Public Hearings ORV and Cannabis.docx



STAFF REPORT

Prepared by: John France, Consultant
Subject: 2018 Annual Report, and 2018 Statement of Financial Information (SOFI)
Meeting date: June 18, 2019

BACKGROUND

The Community Charter requires municipalities to submit to the Province an annual report that complies with the following,

Community Charter

Annual municipal report

- 98 (1)** Before June 30 in each year, a council must
- (a) prepare an annual report,
 - (b) make the report available for public inspection under section 97, and
 - (c) have the report available for public inspection at the meeting required under section 99.
- (2) The annual report must include the following:
- (a) the audited annual financial statements referred to in section 167 (4) for the previous year;
 - (b) for each tax exemption provided by a council under Division 7 [Permissive Tax Exemptions] of Part 7 [Municipal Revenue], the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;
 - (c) a report respecting municipal services and operations for the previous year;
 - (d) a progress report respecting the previous year in relation to the objectives and measures established for that year under paragraph (f);
 - (e) any declarations of disqualification made under section 111 [application to court for declaration of disqualification] in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;
 - (f) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;
 - (g) any other information the council considers advisable.

Annual meeting on report

- 99 (1) The council must annually consider, at a council meeting or other public meeting,
- (a) the annual report prepared under section 98, and
 - (b) submissions and questions from the public.
- (2) The annual meeting must occur at least 14 days after the annual report is made available for public inspection under section 97.
- (3) The council must give notice of the date, time and place of the annual meeting in accordance with section 94 [public notice].

Council must also provide a SOFI as outlined below.

DISCUSSION

Annual Report: The information required by Sections 97, 98 and 99 of the Community Charter for Annual reporting will be presented at the proposed special meeting. The Community Charter requires municipalities to make the *Annual Report* available for public viewing for a minimum of 14 days. That 14-day viewing window will commence following the proposed special meeting of Council. The *Annual Report* will be brought back to Council at the regular meeting on July 16, 2019 for approval, then sent to the province.

SOFI: The purpose of the Statement of Financial Information is to report to the Public and Ministry of Community, Sport and Cultural Development on the Village's financial activities for 2018 as required under section 168 of the Community Charter and Chapter 140 of the Financial Information Act. This legislation requires the reporting of specific financial information outlined below and Council's approval of these statements and schedules. The 2018 Audited Financial Statements form part of the Annual Report and were approved by Council at a previous meeting.

- Management Report
- Schedule of Remuneration and Expenses for Council and Employees
- Schedule of Payments made to suppliers
- Statement of Severance, Guarantees and Indemnity Agreements
- 2018 Audited Financial Statements

The SOFI report will also be presented at the proposed special meeting.

RECOMMENDATION

That Council hold a special meeting on June 27th at 10 AM in the Kelsey Centre to receive the 2018 Annual Report and the 2018 Statement of Financial Information.

And Further That the 2018 Annual Report together with any public comments be forwarded to the July 16, 2019 regular Council meeting for approval.

Respectfully,

John France
Consultant



STAFF REPORT

MAYOR AND COUNCIL
VILLAGE OF SAYWARD

FROM: John France, Consultant

RE: Community Wellness Grant

BACKGROUND

The previous CAO was working with Mr. Nuka de Jocas on a Community Wellness Grant for Sayward. Staff were unable to find details on any info shared with Council other than the resolution below. Staff are unsure if the presentation dealt with the topic matter.

November 20, 2018 - Petitions and Delegations

- a) Sayward Community Capacity Coordinator – Nuka de Jocas

MOTION R18/212

MOVED AND SECONDED

That the presentation by Nuka de Jocas be received.

CARRIED

Staff did review past emails and determined that Mr. de Jocas was encouraged to apply for a Grant for Sayward.

DISCUSSION

A Community Wellness Grant has been approved for Sayward in the amount of \$43,776 and the funds have been received. Although the process may not have been optimal, the outcome is very favorable for Sayward. Please see the attached note from Mr. Jocas on the program to be delivered as well as the original grant application and service contract.

Sayward obligations include providing admin for the distribution of the funds (including final accounting) and usage of the Kelsey Centre and equipment. An admin allotment of \$4,323 is provided for, Staff propose to share the allotment 50/50 Admin/Kelsey Centre for the work to be done by each function. The program is expected to start July 1, 2019 and end March 31, 2020. Mr.

de Jocas will be handling all aspects of the program and has been asked to provide Council with an update mid-way through the program. Mr. de Jocas will also provide a copy of the final report on the program.

STAFF RECOMMENDATIONS

That the report on Community Wellness Grant be received for information and discussion.
And That Council approve the service contract for the work required under the grant.

Respectfully submitted,

John France, Consultant

Sayward Physical and Community Wellness Project

Funder: Island Health - Community Wellness Grant Program

Title: Sayward Physical and Community Wellness Project

Beginning of Project: July 1, 2019

End of Project: March 31, 2019

Project Description:

This is a collaborative project that aims to improve the physical and mental wellbeing of members of the community living in the Village of Sayward and the Valley of Sayward and to give the capacity to make healthy decisions in regards to their general health.

Here are a few aspects that would be included in this project:

- Engage the community and families around activities encouraging healthy habits.
- Hold information-based drop-in and workshops on topics such as healthy nutrition and physical literacy.
- Identify and help implement policies in our community facilities to encourage healthy habits.
- Develop consulting opportunities for physical literacy and nutrition.
- Make grant applications for identified priority projects.
- Engage in community actions to encourage mental wellbeing.

Goals intended:

- Intergenerational connectedness
- Generation connectedness
- Family connectedness
- Community connectedness
- Overall consciousness of physical literacy, healthy eating and positive mental health
- Increase in available programs in the community
- Individual and community empowerment

Functionality:

The funds received from the grant will be administered by the Sayward Municipality. On a monthly basis, the Project Coordinator will organize a meeting with a Steering Committee. This Committee will be composed with key members of the community and from organizations in the region that will help orientate the coordinator to the best of its capacity.

Activities:

- Saturday activity and sport drop-in on Sayward's green spaces
- Interpretive nature walks
- Community sport-exhibition (e.g. kayak, canoe, etc.)
- Leadership and Outdoor leadership program for teenagers
- Nutritional and Physical Literacy workshops
- Family Events in collaboration with Indigenous Outreach Clinician
- Etc.

Reports:

Two reports will be presented to the Municipality

- November 31 (Mid-project)
- March 31 (Final Report)

Origin:

The Sayward Community Capacity Coordinator, Nuka de Jocas, applied on the Island Health - Community Wellness Grant to continue his work in developing opportunities for the community of Sayward.

SERVICE CONTRACT

BETWEEN

Vancouver Island Health Authority

AND Kelsey Recreational Centre

(the "Island Health (VIHA)")

(the "Contractor/Service Provider")

At the following address:

1952 Bay Street
Victoria, BC V8R 1J8

At the following address:

652 H'Kusam Way
Sayward, BC V0P 1R0

Fax:

(250) 740-2663

Tel: (438) 830-3074

Email:saywardcommunitycapacity@gmail.com

Island Health and the contractor agree to all Terms and Conditions contained in this agreement and to the following schedules.

SCHEDULE A – SERVICES

The following services and/or deliverables will be provided by the Contractor for the Term from April 1, 2019 to March 31, 2020:

1. OVERVIEW

- Collaborative project that aims to improve the physical and mental wellbeing of members of the community living in the Village of Sayward and the Valley of Sayward and to give them the capacity of make healthy decisions in regards to their general health. The project also aims to create community connectedness between the Village and the Valley communities and bridge the gap between generations.

2. SCOPE OF SERVICES

- Engage the community and families around healthy habits
- Hold information-based drop-in and workshops on topics such as healthy nutrition and physical literacy
- Hold bi-weekly interpretive nature walks with all ages
- Four drop-in exhibition sports: Kayak, mountain biking; canoeing; ultimate Frisbee
- Execution of outdoor leadership expedition
- Develop consulting opportunities for physical literacy and nutrition
- Engage in community actions to encourage mental wellbeing

3. DELIVERY OUTPUTS/OUTCOMES

- Identify and implement policies in community facilities to encourage health habits
- Develop consulting opportunities for physical literacy and nutrition
- Engage in community actions to encourage mental wellbeing

SCHEDULE B – FEES AND EXPENSES

Fees: \$43,776.00 is the maximum amount of fees.

Taxes: NIL is the maximum taxes charged on fees.

Expenses: NIL is the maximum expenses. Travel, accommodation & meal expenses must be in accordance with Island Health policy for payment of non-contract employees while traveling. If the Contractor will be traveling as part of the service provision, current rates will be provided by the person identified below.

Total: \$43,776.00 is the maximum amount to be paid.

SCHEDULE C – REPORTING ACCOUNTABILITIES

1. The Service Provider will keep full and detailed records with all aspects of the Services performed including time records, invoices, and receipts.

2. The Service Provider will also:

- a) provide the number of number of participants during drop in workshop
- b) Provide standards (milestones being met, on time, on budget, satisfactory quality)
- c) report on any outcomes because of the activities, including any formal or informal surveys conducted, observations or reported feedback from participants and/or their families.

SCHEDULE D – APPROVED SUB-CONTRACTOR(S)

The approved sub-contractor(s) to whom the Contractor may sub-contract under this Agreement include:

<u>Name of Sub-Contractor</u>	<u>Type of Service</u>
-------------------------------	------------------------

Nil

SCHEDULE E – INSURANCE ^(S)

The Contractor shall provide, maintain, and pay for any insurance which the Contractor is required to carry by law or which the Contractor considers necessary to cover any risk the Contractor may assume as a result of entering into this Agreement.

SCHEDULE F – PRIVACY ^(H)

Please review Schedule F - Terms and Conditions ☐
Applicable ☒

Not

SCHEDULE G – WCB INSURANCE ^(M)

The Contractor will comply with the *Workers' Compensation Act of the Province of British Columbia* and in particular will obtain and maintain during the Term the necessary coverage for the Contractor and the Contractor's employees.

Signed, sealed and delivered this _____ day of _____, 20__.

SIGNED AND DELIVERED on behalf of Island Health by an authorized representative of Island Health:	SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory if a corporation):
_____ Authorized Representative: (signature)	_____ Contractor or Authorized Signatory: (signature)
_____ Authorized Representative: (print name)	_____ Contractor or Authorized Signatory: (print name)
_____ Authorized Representative: (print title)	_____ Contractor or Authorized Signatory: (print title)
Department: _____	

TERMS AND CONDITIONS OF THE AGREEMENT

CONTRACTOR'S OBLIGATIONS

1. You must provide the services described in Schedule A (the "Services") in accordance with this agreement. You must provide the Services during the term described in Schedule A regardless of the date of execution or delivery of this agreement.
2. You must supply and pay for all labour, materials, and approvals necessary or advisable to provide the Services.
3. You must perform the Services to a standard of care, skill, and diligence maintained by persons providing, on a commercial basis, services similar to the Services.
4. You must ensure that all persons you employ or retain to perform the Services are competent to perform them and are properly trained, instructed and supervised.
5. You must comply with our instructions in performing the Services, but not as to the manner in which those instructions are carried out except as specified in this agreement.
6. You must upon our request, fully inform us of all work you do in connection with providing the Services.
7. You must maintain time records and books of account, invoices, receipts and vouchers of all expenses incurred, in form and content satisfactory to us.
8. You must permit us at all reasonable times to inspect and copy all material that has been produced or received by you or any subcontractor as a result of this agreement (collectively the "Material"), including without limitation, accounting records, findings, software, data, specifications, drawings, reports and documents, whether complete or not.
9. You must treat as confidential all Material and not permit its disclosure without our prior written consent except as required by applicable law, before or after the termination of this Agreement, any Confidential Information (as defined below) nor will you use or exploit, directly or indirectly, any Confidential Information for any purpose other than for the fulfillment your obligations under this Agreement, including the *Freedom of Information and Protection of Privacy Act*. You agree compliance with the *Act* and this Agreement in respect of Data shall supersede and have paramountcy over any compliance with privacy laws of general application in the private sector having application to you.

"Confidential Information" means any and all information supplied to, obtained by or which comes to your knowledge as a result of this Agreement with respect to the Vancouver Island Health Authority including, without limitation, all patient and client information (including patient names, addresses, telephone numbers and medical history), and all operational procedures except that Confidential Information does not include information which the Contractor can prove is information which is in the public domain.
10. The Material and any property we provide to you or a subcontractor is our exclusive property. You must deliver it to us immediately upon our request.
11. The copyright in the Material belongs exclusively to us. Upon our request, you must deliver to us documents satisfactory to us waiving in our favour any moral rights which you or your employees or subcontractors may have in the Material and confirming the vesting of the copyright in us.
12. You must maintain and pay for insurance on the terms, including form, amounts, and deductibles, outlined in Schedule E, if any, as modified from time to time in accordance with our directions.
13. You must apply for and immediately upon receipt, remit to us any refund or remission of federal or provincial tax or duty available with respect to any items used in connection with this agreement.
14. The Contractor will perform the Services in accordance with: (a) all applicable laws; (b) any instructions or directions that may be given by Island Health to the Contractor from time to time with respect to the provision of the Services; (c) all policies, guidelines and directives established from time to time by Island Health (including in particular, any policies of Island Health regarding confidentiality); and (d) all required permits and licenses.
15. The Contractor will indemnify and save harmless Island Health, its governors, directors, officers, employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses Island Health may sustain or incur, at any time, either before or after the expiration or termination of this Agreement, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by you or by any of your agents, employees, officers, directors or subcontractors in providing the service except, with respect to the extent any such claim arises solely from the negligence of Island Health.
16. You must not assign your rights under this agreement without our prior written consent. You agree to bear all legal and administrative costs associated with providing consent.

17. You must not subcontract any obligation under this agreement other than to persons listed in Schedule D without our prior written consent. No subcontract, whether consented to or not, relieves you from any obligations under this agreement. You must ensure that any subcontractor fully complies with this agreement in performing the subcontracted Services.
18. You must not provide any services to any person in circumstances, which, in our reasonable opinion, could give rise to a conflict of interest between your duties to that person and your duties to us under this agreement.

PAYMENT

19. You must not do anything that would result in personnel you hire being considered our employees.
20. You must not commit or purport to commit us to pay any money except as authorized by this agreement.
21. We must pay you the fees described in Schedule B. We must pay you for expenses in accordance with Schedule B if they are supported, where applicable, by proper receipts and, in our opinion, are necessarily incurred by you in providing the Services. We are not obliged to pay you more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.
22. You must submit written statements of account to us, but only for the portion of the Services that has been completed to our satisfaction.
23. We may withhold from any payment due to you an amount sufficient to indemnify us against any lien claim that could arise in connection with the provision of the Services.
24. Our obligation to pay money to you is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Vancouver Island Health Authority, during which payment becomes due.
25. Unless otherwise specified in this agreement, all references to money are to Canadian dollars.

TERMINATION

26. We may terminate this agreement for any reason on giving 10 days' written notice of termination to you. If we do so for any reason other than your failure to comply with this agreement, we must pay you that portion of the fees and expenses described in Schedule B which equals the portion of the Services that was completed to our satisfaction before termination. That payment discharges us from all liability to you under this agreement.
27. If you fail to comply with this agreement, we may terminate it and pursue other remedies as well.

GENERAL

28. You are an independent contractor and not our employee, agent, or partner. Neither you nor any person employed by or associated with you in the performance of the Services or otherwise is an employee of, or has an employment relationship of any kind with, Island Health.
29. If you are a corporation, you represent and warrant to us that you have authorized your signatory to enter into and execute this agreement on your behalf without affixing your common seal.
30. We must make available to you all information in our possession, which we consider pertinent to your performance of the Services.
31. This agreement is governed by and is to be construed in accordance with the laws of British Columbia.
32. Time is of the essence in this agreement.
33. Any notice contemplated by this agreement, to be effective, must be in writing and either
 - a) sent by fax to the addressee's fax number specified in this agreement,
 - b) delivered by hand to the addressee's address specified in this agreement, or
 - c) mailed by prepaid registered mail to the addressee's address specified in this agreement.

Any notice mailed in accordance with subsection (c) is deemed to be received 96 hours after mailing. Either of the parties may give notice to the other of a substitute address or fax number from time to time.

34. A waiver of any term of this agreement or of any breach by you of this agreement is effective only if it is in writing and signed by us and is not a waiver of any other term or any other breach.
35. No modification of this agreement is effective unless it is in writing and signed by the parties.
36. This agreement and any modification of it constitute the entire agreement between the parties as to performance of the Services.

37. All disputes arising out of or in connection with this agreement or in respect of any defined legal relationship associated with it or derived from it must, unless the parties otherwise agree, be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre under its rules.
38. Sections 8 to 11, 14, 15 and 44 continue in force indefinitely, even after this agreement ends.
39. The schedules to this agreement are part of this agreement.
40. If there is a conflict between a provision in a schedule to this agreement and any other provision of this agreement, the provision in the schedule is inoperative to the extent of the conflict unless it states that it operates despite a conflicting provision of this agreement.
41. You will comply with the *Workers' Compensation Act* of the Province of British Columbia and in particular will obtain and maintain during the Term the necessary coverage as specified in Schedule G.
42. In this agreement, "we", "us", and "our" refer to Island Health and never refer to the combination of the Contractor and Island Health; that combination is referred to as "the parties".
43. Upon the request of Island Health, the Contractor shall conduct a criminal records check against the Contractor, its employees and sub-contractors (as Island Health may direct) under the *Criminal Records Review Act* (British Columbia). If Island Health does not receive an acceptable criminal records check against the Contractor, its employees and sub-contractors (as Island Health may direct) prior to the commencement of the Term, this Agreement shall be of no force or effect without further obligation of either party to the other.
44. The aggregate liability of Island Health to the Contractor for any matters or claims of whatsoever nature and kind under or in connection with this Agreement will be limited to the "Maximum Amount" specified in Schedule B.
45. This Agreement may be executed in one or more facsimile or electronically scanned counterparts, each of which when so executed shall be deemed an original, and such counterparts together shall constitute one and the same instrument.



STAFF REPORT

MAYOR AND COUNCIL
VILLAGE OF SAYWARD

FROM: John France, Consultant

RE: Pond Grant

BACKGROUND

The previous CAO was working to secure a Rural Dividends Grant for Sayward, to explore options to improve the quality of the village pond. A grant of \$10,000 was awarded, please see the details attached to this report.

DISCUSSION

The Grant conditions and activities include:

- A. Hiring of a pond/water expert
- B. Review of surrounding lands and community assets
- C. Chemical analysis of water and determination of appropriate filtration process
- D. Estimate pond remediation costs including any required infrastructure to achieve the best recreational water quality possible
- E. Prepare plan which scopes out the operational and maintenance plan for filtration service
- F. Final meeting and presentation of feasibility study

Staff note that consultants have already done work on the pond: Mainstream Biological Consulting - Recommendations for Pond Maintenance 2017, Maintenance of Fish Bearing Constructed Drainage 2016 and Pond Dredging Environmental Management Plan 2016.

Other work includes Barefoot Planning – Waterfront Project and Trail Project 2018.

The 2017 Mainstream Report included an analysis of water issues and several options on how to deal with the issues. No cost estimates were provided, although costs were thought to be substantial (Dredging \$300,000 plus) and well beyond our funding ability. In addition, environmental issues were substantial in dealing with fish and soils disposal. This part would probably add considerable cost to a project involving soils removal. And finally, the works would not be a permanent fix, soil inflow would continue and eventually the project would have to be redone.

Given the size of the budget and previous work done, Staff suggest the following options:

- A. Consider, within funding guidelines, updating the 2017 study with more water analysis, expand on the cost of environmental issues and cost out the identified options.
- B. Return the funding.

Given that the funding estimates and environmental issues are considerable, with more concrete numbers, the project would still be unaffordable. Staff do appreciate that at least having the info "on the shelf" for future grant applications is a plus.

If a decision is made to proceed, Staff recommend using Mainstream given their previous experience with the pond.

STAFF RECOMMENDATIONS

That the report on Pond Grant be received for information, discussion and direction.

Respectfully submitted,

John France, Consultant

Pond Revitalization Phase 2

Lisa Clark

From: Province.of.British.Columbia@guinness.cas.gov.bc.ca
Sent: March 19, 2019 12:57 PM
To: village@saywardvalley.net
Subject: DIRECT DEPOSIT CONFIRMATION

Project
Sep 1, 2020
deadline

PLEASE DO NOT RESPOND TO THIS EMAIL

The Government of BC will make the following payment to you via Electronic Funds Transfer on the deposit date below.

Deposit Date: Mar 22, 2019
Deposit Amount: \$10,000.00
Supplier Name: VILLAGE OF SAYWARD
Supplier Number: 025460
Supplier Location: 001
Issuing Ministry: NR

Payment Number: 00009717938

Invoice Number: TP19RUA0037 11MAR19
Invoice Date: Mar 11 2019
Invoice Amount: 10,000.00

Description: NRS payment inquiries call 250-387-1482
TP19RUA0037 11MAR19
AGREEMENT # 2018070169
BC RURAL DIVIDEND PROGRAM GRANT PAYMENT

For payment inquiries, please contact ENQUIRY BC
Victoria: 250-387-6121 Vancouver: 604-660-2421 Elsewhere in BC: 1-800-663-7867

Note: Using courier font to view this message may improve alignment.

***** End of Message *****

Paul Carver

From: Rural Dividend FLNR:EX <ruraldividend@gov.bc.ca>
Sent: February 25, 2019 2:00 PM
To: Paul Carver
Subject: Rural Dividend - Grant Agreement - 2018070169 Village of Sayward
Attachments: 2018070169 Village of Sayward Grant Agreement.pdf; Direct Deposit Application Form.pdf; BCID_V_cmyk_pos.jpg; BCID_graphic details.pdf; Rural Dividend Final Report Form_Project Development.doc

Importance: High

Dear Recipient,

Congratulations again on your successful application to the Rural Dividend Program. The next step in the funding process is the completion of a Grant Letter for your proposed project. After the Grant Letter is finalized funding will be distributed to your organization.

Please find attached the Grant Letter for your project. Please review and sign the Grant Letter to indicate your acceptance of the terms outlined. Once signed, please scan the entire document (including all pages and appendices) and return to the Program Office via email to: ruraldividend@gov.bc.ca.

Please return your completed Grant Letter by March 15, 2019 to initiate with the disbursement of funds. Please note that if the Program does not receive the completed Grant Letter by this date, this Agreement may become null and void.

Along with your Grant Letter, please indicate to the Program Office by email if you would like to receive the funding award by direct deposit or cheque.

If you would like to set up direct deposit, complete and sign the attached form. Attach an original void cheque, or have your financial institution complete Part 2 of the form.

If completing the direct deposit form, please mail the completed and signed form to:

Financial Services Branch
Ministry of Forests, Lands, Natural
Resource Operations and Rural Development
2nd Fl - 2975 Jutland Road
PO BOX 9356 STN PROV GOVT
Victoria, BC V8W 9M2

If you have any further questions, please contact the Program Office at: ruraldividend@gov.bc.ca or at 250-356-7950.

Best Regards,

Rural Dividend Program Office
Tel: 250-356-7950

Working with respect on the territories of the Lkwungen (Esquimalt, and Songhees) Peoples, whose historical relationship with the land continues to this day.



Agreement #:2018070169

Paul Carver
CAO/CFO
Village of Sayward
652 K'Husam Way
Box 29
Sayward, British Columbia V0P 1R0

Dear Paul Carver:

The BC Rural Dividend Program (the "Program") assists rural communities to reinvigorate and diversify their local economies. Grants are awarded to support projects that contribute to community economic development, economic diversification, and capacity building.

Thank you for your request for funding as outlined in your submission dated July 31, 2018 (application submission date) (the "Proposal"), incorporated into this grant agreement (the "Agreement") as Appendix A – Proposal.

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (the "Province", "we", "us", or "our" as applicable) is pleased to provide a grant in the amount of \$10,000 to Village of Sayward (the "Recipient", "you", or "your" as applicable) to support the Pond Revitalization Phase 2: Implementation Plan (the "Project") as outlined in the Proposal.

By accepting this grant, the Recipient agrees that any funds that have not been expended by the agreement end date, or which cannot be committed to the achievement of the Project as outlined in Appendix A - Proposal:

- (a) Must be returned by the Recipient to the Province; or
- (b) May be retained by the Recipient as supplemental funding upon written confirmation from the Province; or
- (c) May be deducted by the Province from any future funding requests submitted by the Recipient and approved by the Province.

This Agreement starts upon February 25, 2019 and ends September 1, 2020. The Recipient will advise the Province immediately of any substantial events that could impact the Project end date as identified in Appendix A - Proposal.

Further to this, the Province requires reporting on the status of achievements in relation to this funding, and financial information, with timing and content of reporting as agreed between the Province and the Recipient. The Recipient will submit a final project report in the report template provided by the Province upon project completion but prior to the agreement end date identified in this agreement letter and will include:

- (a) Confirmation that the Financial Contribution was spent according to the Project defined in Appendix A – Proposal; and
- (b) A description of project deliverables, successes, lessons learned, and outcomes achieved.

Additionally, The Province reserves the right to undertake site visits and/or conduct audits, as identified in Appendix B, Section 4 – Monitoring and Audit.

Furthermore, it is the Recipient's responsibility to ensure that Rural Dividend Funds are not used for ineligible costs. The budget included in Appendix A - Proposal is subject to, but not limited to, the examples of ineligible costs listed in this Agreement identified in Appendix B, Section 3 – Ineligible Costs.

To receive payment of the grant, please indicate your acceptance of the terms of this Agreement as outlined above and in the attached appendices by signing and returning a copy to the undersigned by March 11, 2019 to the Rural Dividend Program Office via email to: ruraldividend@gov.bc.ca.

We wish you success in achieving the objectives of this Agreement. Please contact the Program Office at 250-356-7950 if you have any questions or concerns.

Yours truly,



Sarah Fraser, Executive Director
on behalf of Chris Stagg, Assistant Deputy Minister
Ministry of Forests, Lands, Natural Resource Operations & Rural Development

February 25, 2019

Date

SIGNED on the 11 day of March, 2019 by the Recipient (or, if not an individual, on its behalf by its authorized signatory or signatories):



Signature(s)

PAUL R. CARVER

Print Name(s)

CHIEF ADMINISTRATIVE OFFICER

Print Title(s)



STAFF REPORT

MAYOR AND COUNCIL
VILLAGE OF SAYWARD

FROM: John France, Consultant

RE: Van Brocklin Road Closure

BACKGROUND

The Van Brocklin Road Closure has been advertised as required by law. The next step is to bring the road closure documents back to Council for review and final decision.

DISCUSSION

As a result of the advertising, one opposition letter has been provided by a nearby resident, Staff are reviewing the issues expressed by the resident and will provide details at the next Council meeting.

STAFF RECOMMENDATIONS

That the report on the Van Brocklin Road Closure be received for information.

Respectfully submitted,

John France, Consultant



STAFF REPORT

MAYOR AND COUNCIL
VILLAGE OF SAYWARD

FROM: John France, Consultant

RE: Dam Project Update

BACKGROUND

The Dam Project is moving along but with some issues to be resolved. The main contract has been approved by Council, but has not been signed as yet (in process).

DISCUSSION

Staff are working on the following details/Issues:

1. **Land claim / FN consultation:** this is holding up the project. Our consultant and the Province (Nigel (NHC) and Dave Skarbo (Province)) have filed notification paperwork to the FN with land claims at the site. Only one comment has been received from one of the First Nations with an interest. If the remaining FNs do not respond to the project then there will be uncertainty until Jul 20, 2019 when the comment period closes. The FN that has responded is We Wai Kai. Non-respondents are We Wai Kum and Komoks.

The Provincial project approval hinges on completion of the FN 'support', which is implied if the FN provide a statement of 'no comment', or if the 45-day window eclipses from when the Province initiates the FN consultation process. This window is set to eclipse on July 20. The Province's 45-day FN consultation window can be reduced if statements of 'no comment' are provided by the FN with land claims on the project site.

To do: Mayor and John to summarize Village communication with FN to date, to be completed ASAP. The Village should step-up their contact efforts to try to obtain responses asap (We Wai Kum and Komoks).

2. **Water license amendment:** The Province has the paperwork prepared to authorize the amendment pending closure of the FN consulting process.

To do: Monitor FN process, NHC to keep in communication with Dave Skarbo (Province).

3. **VIHA:** The permit is being processed (Murray Sexton, VIHA has confirmed).
To do: NHC (Graham) to keep in communication with Murray Sexton.
4. **DFO approval:** Complete
5. **BC Dam Safety:** In process (Robert McLean, BC Dam Safety Officer, has confirmed no delays are anticipated).
To do: NHC (Nigel) to keep in communication with Robert McLean
6. **Island Timber Land (ITL) road lift / fill disposal:** This is the least expensive option to dispose of the fill, it provides some flood protection to the Village from Newcastle Creek, and it has been approved by ITL in principle.
To do: John to contact the company via additional emails and/or phone.
7. **Contractor Contract:** Staff and our Consultant (Graham Hill) are concerned about issuing a contract if the project hurdles are not overcome. More clarity on the FN process and timing is required. Staff will confirm Contractor is agreeable on waiting for the FN outcome.

STAFF RECOMMENDATION

That the report on the Dam Project Update be received for information.

Respectfully submitted,

John France, Consultant



VILLAGE OF SAYWARD

BYLAW NO. 446

A BYLAW TO REGULATE THE OPERATION OF OFF-ROAD VEHICLES IN THE VILLAGE OF SAYWARD

WHEREAS the Council for the Village of Sayward deems it necessary to regulate the use of off-road vehicles in the Village of Sayward.

NOW THEREFORE the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited as “**Off-Road Vehicle Regulation Bylaw No. 446, 2019**”.

2. DEFINITIONS

BYLAW means this Bylaw.

BYLAW ENFORCEMENT OFFICER means the Bylaw Enforcement Officer for the Village or their appointed designate.

COUNCIL means the Council of the Village of Sayward.

DESIGNATED ROUTE means those routes in a public place designated by Council for use by Off-Road Vehicles.

DRIVERS LICENCE means a licence to operate a motor vehicle by a governmental body with the authority to regulate and administer vehicle licensing within its jurisdiction.

HIGHWAY has the same meaning as in the Motor Vehicle Act and includes all public streets, road, ways, lanes, bridges and any other public way designated for and regularly used by motorized vehicles licensed by the Province.

MOTOR VEHICLE ACT means the Motor Vehicle Act for the Province of British Columbia.

OFF-ROAD VEHICLE means an Off-Road Vehicle as defined in the Off-Road Vehicle Act for the Province of British Columbia.

OWNER means the registered Owner of an Off-Road Vehicle.

PEACE OFFICER means a police officer, police constable or RCMP member.

PROVINCE means the Province of British Columbia.

PUBLIC PLACE means property owned or occupied by the Village and includes all Designated Trails but does not include Highways and property owned by the Village but occupied by another person.

VILLAGE means the Village of Sayward.

3. OPERATION OF OFF-ROAD VEHICLES WITH THE VILLAGE

- a) No person shall operate an Off-Road Vehicle in the Village except as authorized by the Bylaw.
- b) No person shall operate an Off-Road vehicle in a Public Place other than on a Designated Route.
- c) Village of Sayward residents are only permitted to operate Off-Road Vehicles to and from logging roads. Off-Road Vehicles are not permitted to be used for general everyday use around the Village, such as to and/or from the Medical Clinic, Post Office, store, etc.
- d) A person operating an Off-Road Vehicle in the Village is permitted access between a Designated Route and a sanctioned Bed & Breakfast within the Village boundaries.
- e) The Owner of an Off-Road Vehicle operating on a Designated Route within the Village must:
 - (i) carry proof of third-party liability insurance in the minimum amount of \$2 million per occurrence for the operation of the Off-Road Vehicle;
 - (ii) carry proof of registration of the Off-Road Vehicle with the Insurance Corporation of British Columbia (ICBC), obtain a licence for its operation under this section and obtain for it an owner's certificate under the Insurance Vehicle Act of British Columbia; and
 - (iii) display an ICBC number plate or sticker in a clearly visible location on the back of the Off-Road Vehicle.
- f) Every person operating an Off-Road Vehicle on a Designated Route within the Village must:
 - (i) only ride on a Designated Route as shown on the map attached to this Bylaw as **Schedule "A"**.
 - (ii) provide proof of valid insurance and documentation required under this Bylaw when requested by a Bylaw Enforcement Officer;
 - (iii) not operate an Off-Road Vehicle on any part of the Highway except in compliance with the requirements of the Motor Vehicle Act;
 - (iv) exercise caution when crossing a Highway;
 - (v) not ride on any Public Place or trail system;
 - (vi) not ride on a Designated Route between the hours of 10:00 PM and 7:00 AM.
 - (vii) except in the circumstances referred to in section 21(3) of the Off-Road Vehicle Regulations and except for off-road side-by-side vehicles, wear a safety helmet, and ensure that each passenger wears a safety helmet that meets the requirements of the Off-Road Vehicle Registration, BC (Reg. 193/2015);
 - (viii) not exceed a speed of 20 kilometers per hour;
 - (ix) operate it on the right-hand side of a Designated Route;
 - (x) not to operate an Off-Road Vehicle in a careless, reckless, or negligent manner as to endanger or cause injury to a person, property or become a nuisance;
 - (xi) not operate an Off-Road vehicle in a manner as to harass, chase, injure or kill any domestic or wild animal;

- (xii) Not tamper with by removing or replacing any posted Designated Route signs or barricades;
- (xiii) obey all traffic regulation signage; and
- (xvi) to cross only at designated Off-Road Vehicle locations.

4. EXEMPTIONS

- a) Sections 3 a) and 3 b) of this Bylaw do not apply to:
 - (i) police, fire, ambulance, search and rescue or other vehicles operated by emergency response personnel engaged in the execution of their emergency response duties;
 - (ii) persons acting at the request of emergency response personnel during an actual or apparent emergency event; and
 - (ii) Off-Road Vehicles owned and operated by local, provincial or federal governments if use is within the scope of their duties.

5. ENFORCEMENT

A Peace Officer or Bylaw Enforcement Officer is empowered to enforce any and all provisions of this Bylaw.

6. OFFENCES AND PENALTIES

- (a) If any Person contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:
 - (i) a fine in accordance with the Village of Sayward "Ticketing Offence Bylaw", if the information respecting the infraction is laid by means of a ticket; or
 - (ii) upon summary conviction, a fine not exceeding \$2,000.00 and the costs of prosecution.

7. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

Read a first time on the 16th day of April 2019.

Read a second time on the 16th day of April 2019.

Public Hearing held on the 26th day of May 2019.

Read a third time on the ____ day of _____ 2019.

Adopted on the ____ day of _____ 2019.

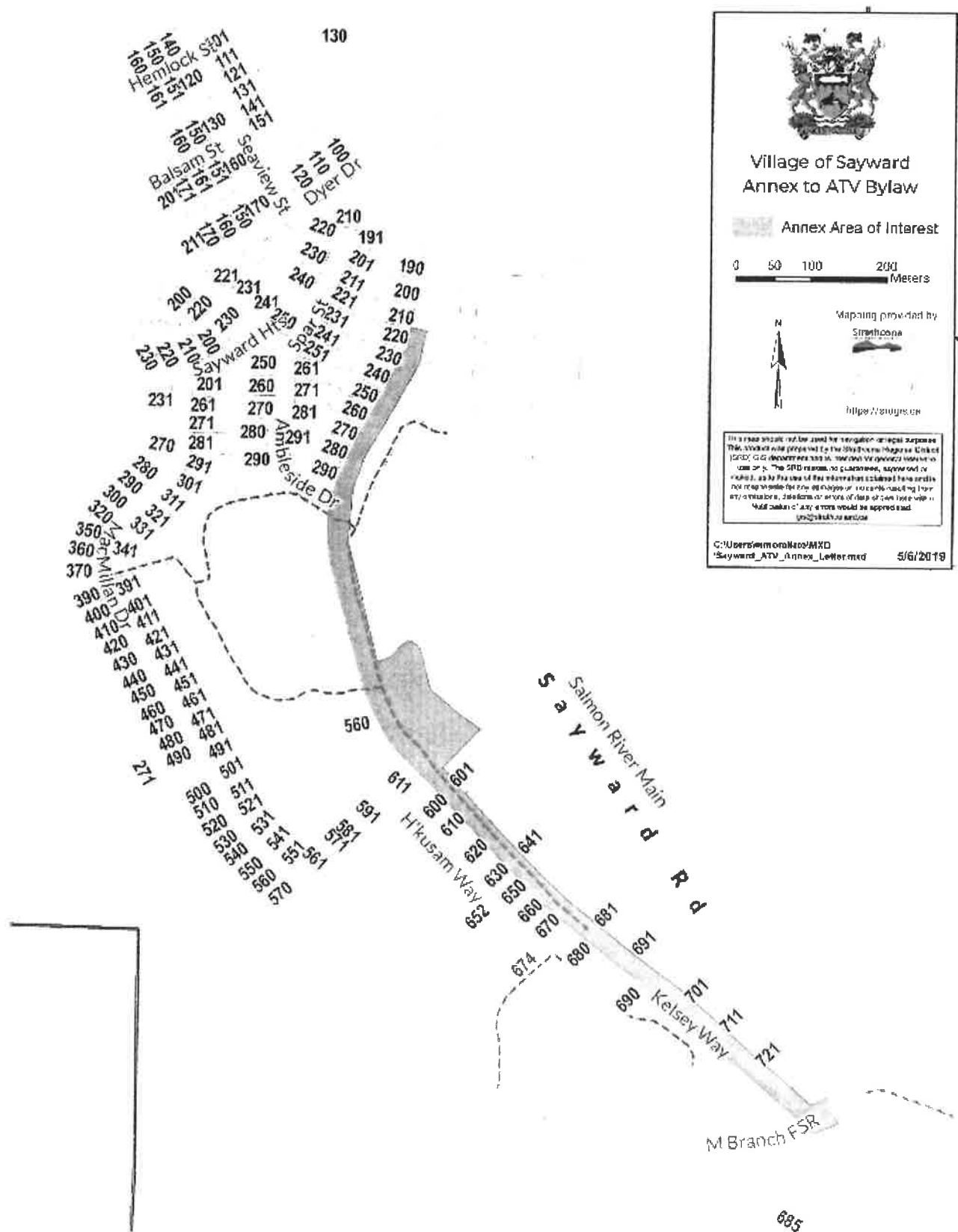
Certified a true copy of Bylaw No. 446
this ____ day of _____, 2109

Chief Administrative Officer
Village of Sayward

Mayor

Chief Administrative Officer

Schedule "A"





VILLAGE OF SAYWARD

BYLAW NO. 455

A BYLAW TO REGULATE THE SALE OF CANNABIS WITHIN THE VILLAGE OF SAYWARD

WHEREAS the Council for the Village of Sayward deems it necessary and expedient to provide for the regulation of retail cannabis sales in the municipality.

NOW THEREFORE the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited as "**Cannabis Control Bylaw No. 455, 2019**".

2. DEFINITIONS

BYLAW means this bylaw.

COUNCIL means the Council of the Village of Sayward.

VILLAGE means the Village of Sayward.

3. REGULATION

It is the decision of Council that the sale of cannabis for recreational purposes is prohibited within the municipal limits of the Village.

4. OFFENCES AND PENALTIES

- (a) If any Person contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:
 - (i) a fine in accordance with the Village of Sayward "Ticketing Offence Bylaw", if the information respecting the infraction is laid by means of a ticket; or
 - (ii) upon summary conviction, a fine not exceeding \$2,000.00 and the costs of prosecution.

5. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

Read a first time on the 16th day of April 2019.

Read a second time on the 16th day of April 2019.

Public Hearing held on the 26th day of May 2019.

Read a third time on the ____ day of _____ 2019.

Adopted on the ____ day of _____ 2019.

Certified a true copy of Bylaw No. 455
this ____ day of _____, 2109

Chief Administrative Officer
Village of Sayward

Mayor

Chief Administrative Officer